



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

1. Agency Address

Application Date

Application Number

Dept. of Administrative Services
Property & Space Management Div.
Personal Property Management Sec.
Bldg. 4, 1050 Murphy Ave., SW
Atlanta, GA 30310

FOR RECORDS MANAGEMENT USE

Application Number

Date Received

Date Completed

MAY - 4 1976

MAY 13 1976

2. Person to Contact
Gary Monroe

Working Title
Supervisor

Telephone Number
656-3245

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1971

Date

5. Records Series Title (followed by title used in office, if different)

Personal Property Manager's Subject File

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Office of Property and Space Management is responsible for procuring commercial rental space for the State; performing space design and layouts; and supervising the surplus property program and personal property inventory program.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: administering the State's personal property.

Included are: Policy and procedure manuals, memoranda to and from Space and Property Division, DOAS, personnel folders on personal property section employees, reports, budgets, copies of reference materials used for discussions at meetings, and correspondence.

None at

File is arranged: By Fiscal year and thereunder by subject.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 20; Seven to twelve months old 15; Thirteen to twenty-four months old 10;
twenty-five months and older 5?

9. Annual Rate of Accumulation of Records

Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Div. Director's subject files & Personnel office files.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Three years' files needed on hand to prepare budgets, workload projections and program planning.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold 2 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Don Manley</i>		<i>Laura J. Holbrook</i>	4/30/76
76-144		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>William M. Higon</i>	5-10-76
	Secretary of State/Designee	<i>Carolee Hart</i>	5/7/76
	Attorney General/Designee	<i>Robert D. Shell</i>	5-12-76